

Instructions for Completing The Competitive Reassignment/Promotional Application



Applications Accepted
8 a.m. to 5 p.m. M-F,
through the last day of
filing period.

Human Resources Department

Please refer to the following instructions to complete the employment application. Read the job announcement before completing this application. Failure to complete the application properly may result in your disqualification for this position. If you knowingly falsify information, you will be disqualified from all exams for two years. If you have any questions, please contact the receptionist at 541-4504 or call 541-4104.

PLEASE INITIAL AT THE BOTTOM OF THIS FORM THAT YOU HAVE READ THE INSTRUCTIONS

BLOCK 1: DATE: Enter the date you are completing the application. Enter your valid **Social Security number**, and your **Employee ID (KRONOS)**.

POSITION APPLYING FOR: Ensure that the job title and job code of the position for which you are applying is in the space provided. Each position requires a separate application (the job code is found next to the title on the Job Announcement and Job Specification).

BLOCK 2: NAME: Provide legal name

BLOCK 3: CONTACT INFORMATION: Please provide mailing address and a phone number where you can be reached between 8 a.m. and 5 p.m., Monday – Friday. EMAIL ADDRESS (optional). Enter your driver's license information **only if you are applying for a position that requires driving**. **Please note:** Information regarding this recruitment is sent to the department listed on your application.

BLOCK 4: QUESTIONS: Check the appropriate box in the space provided. All items checked "Yes" must be explained in the remarks section **BLOCK 7**.

BLOCK 5: EDUCATION: Check the highest grade you completed. Record the **name of last school attended**, **total college credits earned**, and **last year attended**. Also, check HS Diploma or GED, and then check type of college degree received. Education cannot be credited without copies of supporting documents. *Note in the remark section if updated official transcripts are already on file in the Human Resources Office.*

BLOCK 6: EMPLOYMENT RECORD: It is important to remember that **only the positions you list** on your application and resume can be reviewed and evaluated to see if you meet the minimum qualifications. List your current or most recent position and work backwards describing all positions/jobs held that you believe would qualify you for this position including volunteer, part-time, temporary, and self-employment. **Resumes can be substituted for BLOCK 6 only, but MUST** contain all the information requested in **BLOCK 6**.

BLOCK 7: REMARKS: Explain all answer that were marked "yes" in **BLOCK 4**.

BLOCK 8: Please initial that you understand that information regarding this recruitment is sent to the department listed on your application.

BLOCK 9: Please sign to certify that the statements on this application are true and complete to the best of your knowledge and belief.

QUALIFIED APPLICANTS Must Report to the Testing Area Or Room On Time.

I have read and understand the instructions listed above. _____ (initials) _____ Date

Both sides of this form must be completed and returned with your application.



SUPPLEMENTARY APPLICANT INFORMATION

FOR PROMOTIONAL APPLICANTS

DATE: _____

TITLE OF JOB APPLIED FOR: _____ JOB CODE: _____

NAME: _____
(Last) (First) (Middle)

The following information is needed for the City to evaluate its hiring practices and to prepare reports required by the Federal Government. This form will be separated from the employment application, will be confidential, and will **NOT** be used to make a decision about your employment

CHECK ONE ☐ Male ☐ Female

VETERAN STATUS: (check one, if applicable) ☐ Disabled (Specify) _____% ☐ Vietnam Era

IF DISABLED, INDICATE TYPE OF IMPAIRMENT:

☐ Physical _____

☐ Mental _____

☐ Other Related (explain) _____

CHECK THE GROUP WHICH BEST IDENTIFIES YOU ACCORDING TO EEOC DEFINITIONS:

- ☐ White (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ Black – All persons having origins in any of the Black racial groups of Africa.
- ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- ☐ Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- ☐ American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through affiliation or community recognition.
- ☐ Other.

HOW DID YOU LEARN ABOUT THIS JOB?

- | | |
|--|--|
| 1 <input type="checkbox"/> Local Newspaper Advertisement | 7 <input type="checkbox"/> Professional Publication (Specify) |
| 2 <input type="checkbox"/> City Job Placement Announcement | 8 <input type="checkbox"/> Recruiting Program (Career Day) |
| 3 <input type="checkbox"/> Texas Workforce Commission | 9 <input type="checkbox"/> Radio or Television (Public Service Announcement) |
| 4 <input type="checkbox"/> Present City Employee | (Specify Station): _____ |
| 5 <input type="checkbox"/> City of El Paso Web Site | 10 <input type="checkbox"/> Visit to City of El Paso Human Resources Office |
| 6 <input type="checkbox"/> Other Web Site | 11 <input type="checkbox"/> Other (Specify): |
| (Specify Web Site): | |

CHECK PRIMARY LANGUAGE (BEFORE 18 YEARS OF AGE): ☐ Spanish ☐ English Other: _____

Both sides of this form must be completed and returned with your application.